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Class Specifications
for the Class:

AUTOMOTIVE SERVICE UTILITY WORKER
(AUTOMOTIVE SERVICE UTILITY WKR)

Duties Summary:

Services automotive vehicles and other motorized equipment; makes minor adjustments to, and replaces defective vehicle accessories; keeps records of vehicles serviced; keeps custody of lubricants and other materials used; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from that of Automotive Mechanic Helper in that the Automotive Service Utility Worker services automobiles, buses, trucks and other automotive vehicles with fuel, lubricants and accessories; whereas the Automotive Mechanic Helper assists an automotive mechanic in the repair and overhaul of automotive vehicles.

Examples of Duties:

Operates a hydraulic hoist and lubricates various parts of vehicles according to standard factory specifications, utilizing regular and special lubricants for the different parts; lubricates the chassis, water pump, universal joint, wheel bearings, and steering gears; drains and fills engine, transmission, and differential gear oils; fills vehicles with gasoline; issues gas and oil supplies; checks battery water; flushes radiators; removes and cleans air cleaners; re-oils filter alignment; removes and cleans breather caps; removes oil filter cartridges from container, cleans the container, and installs new cartridges; checks moving parts in the process of lubrication and reports instances of undue wear or other defects; checks the play on front wheel bearings and adjusts them by tightening on the spindle nut; checks and adjusts foot brake and clutch pedal clearances and the tautness of hand brake cables; checks tires for uneven wear and reports findings for corrective action; may repair and balance tires; replaces rubber bushings, flexible brake hose, shock absorber links, muffler, and tail pipe; occasionally assists a mechanic by making routine disassembly of vehicle parts and cleans such parts; washes and polishes vehicles; goes on routine trouble calls and replaces flat tires and changes batteries; keeps records of lubricants used and reports need for replacement; keeps records of vehicles serviced; maintains working area in a clean and safe condition.

Minimum Qualification Requirements:

Experience and Training: One (1) year of work experience as a service station attendant or in a related field dealing with the servicing and maintenance of vehicles; or an equivalent combination of experience and training.

Knowledge of: Automotive lubricating methods, practices, and equipment, including safety practices and procedures; methods of making minor adjustments to various parts of automotive vehicles; common hand tools used in the automotive trade.

Ability to: Understand and follow oral and written instructions; use automotive servicing equipment effectively and safely; recognize the more common signs of defects in vehicles; operate motorized equipment; keep accurate and neat records; follow safety rules and procedures; make minor automotive repairs independently.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

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This is an amendment to the class specification for the class AUTOMOTIVE SERVICE UTILITY WORKER approved on April 5, 1957.

DATE APPROVED: 1/2/85

J JAMES H. TAKUSHI
Director of Personnel Services